

NUTRITION PROGRAM Introduction	DAIL-NP-17.1
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Introduction

The purpose of the Nutrition Program for the Elderly is to:

- (1) To reduce hunger and food insecurity;
- (2) To promote socialization of older individuals; and
- (3) To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

The Department for Aging and Independent Living uses grants from the Administration on Aging, State funds and other resources to provide meals.

The Older Americans Act established the Nutrition Program for the Elderly in 1965. Title III of the Act addresses a number of problems faced by the nation's older population, such as dietary inadequacy, declining health status, social isolation, and limited access to social and health services. Among certain subpopulations of the elderly-the poor, ethnic minorities, the isolated, and handicapped-these problems may be more acute. Services are designed to emphasize these priority groups through outreach efforts to encourage their participation and by locating meal sites where they will be accessible to older persons in greatest need.

The major activities of the Nutrition Program are to provide one nutritionally balanced meal per day to the older adults either in a congregate dining setting or through the provision of a home delivered meal, nutrition screening, nutrition education, and nutrition assessment and counseling if appropriate. Participants are encouraged to contribute to the cost of their meals and other services, whether congregate or home delivered.

Nutrition Program policy is applicable to Title III C-1 and C-2 of the Older Americans Act, Kentucky's Homecare Program, Adult Day Care Program, Adult Day Health Care Program, Alzheimer's Respite Program and any other nutrition program for the elderly which is under the jurisdiction, control, management and audit authority of the Department of Aging and Independent Living.

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Definitions

- (1) "Area Agencies on Aging and Independent Living" or "AAAIL" means an entity designated by the state to administer, at the local level, the programs funded by the Older Americans Act of 1965, as amended.
- (2) "Area plan" means the plan submitted by a district for the approval of the department which releases funds under contract for the delivery of services within the planning and service area.
- (3) "Central kitchen" means an institutional kitchen which is equipped and used for preparing food to be sent to meal sites for service.
- (4) "Certified nutritionist" is defined by KRS 310.005 and KRS 310.031.
- (5) "Congregate nutrition services" means the provision of meals and related nutrition services in a group setting to older individuals that include:
 - (a) Nutrition education;
 - (b) Nutrition assessment;
 - (c) Nutrition counseling;
 - (d) Nutrition screening;
 - (e) Opportunities for social engagement at senior centers or on field trips; and
 - (f) Volunteer roles that contribute to overall health and well-being.
- (6) "Cycle menu" means a menu planned for at least five (5) weeks and repeated with modification for seasonal menu items.
- (7) "Department" means the Department for Aging and Independent Living.
- (8) "Dietary reference intakes" means the nutritional requirements:
 - (a) Established by the Food and Nutrition Board of the Institute of Medicine of the National Academies; and
 - (b) Included in DAIL-NP-17.9.8, Meal Planning Nutrient Requirements
- (9) "District" is defined by KRS 205.455(4).
- (10) "District nutrition program" means the program approved by the department and administered in each of the fifteen (15) planning and service areas in Kentucky by the districts or other contract agencies. (11) "Home delivered meal" means a meal provided to a qualified individual in his or her place of residence.
- (11) "Home delivered nutrition services" means the provision of meals and related nutrition services to older individuals who are homebound that include:
 - (a) Nutrition screening;
 - (b) Nutrition education;
 - (c) Nutrition assessment; and
 - (d) Nutrition counseling.
- (12) "Licensed dietitian" is defined by KRS 310.005 and 310.021.
- (13) "Meal" means a portion of food that:
 - (a) Consists of a minimum of five (5) dissimilar components;
 - (b) Provides the equivalent of one-third (1/3) of the dietary reference intakes;
 - (c) Meets the requirements of the Dietary Guidelines for Americans; and

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- (d) Is served with optional condiments to complete the meal as approved by the licensed dietitian or certified nutritionist.
- (14) "Modified atmosphere packaging" means the method of extending the shelf life of fresh food products where the atmospheric air inside a package is replaced with a protective gas mix that helps ensure the product stays fresh for as long as possible.
- (15) "Nontraditional meal" means a meal approved by the department that is cold, frozen, dried, canned, or modified atmosphere packaging.
- (16) "Nutrition counseling" means individualized guidance:
 - (a) To an individual who is at nutritional risk because of the individual's health or nutritional history, dietary intake, chronic illnesses, medications use, or to caregivers; and
 - (b) Provided one-on-one by a licensed dietitian to address options and methods for improving the individual's nutrition status.
- (17) "Nutrition screening" means the identification of those at risk of poor nutrition in accordance with Section 9 of this administrative regulation.
- (18) "Nutrition service provider" means an entity that is awarded a contract under the area plan to provide nutrition services covered under this administrative regulation.
- (19) "OAA" means the Older Americans Act of 1965, as amended, with the relevant portions of the federal law for purposes of this program codified as 42 U.S.C. 3030a to 3030g-22.
- (20) "Standardized recipe" means a written formula for producing food items of a consistent quality and quantity that specifies the yield and portion size adjusted for the requirements of the nutrition program for older persons.
- (21) "State nutrition program for older persons" means the nutrition program administered by the department that includes:
 - (a) Meals;
 - (b) Nutrition screening and education; and
 - (c) Nutrition assessment and counseling.

NUTRITION PROGRAM Responsibilities of Nutrition Service Providers	DAIL-NP-17.3
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Responsibilities of Nutrition Service Providers

The service provider contracting to provide meals and services shall:

- (1) Provide meals in accordance with the requirements of this section;
- (2) Provide the Area Agency on Aging and Independent Living with statistical and other information necessary for state reporting requirements;
- (3) Provide recipients with an opportunity to voluntarily contribute to the cost of the service. Voluntary contributions shall be allowed and solicited, if the method of solicitation is non-coercive, and encouraged for an individual whose self-declared income is at or above 185 percent of the federal poverty level at contribution levels based on the actual cost of the service in accordance with 42 U.S.C. 3030c-2(b);
- (4) Assure that an older person is not denied service because the older person will not or cannot contribute to the cost of the service;
- (5) Protect the privacy of each older person with respect to contributions;
- (6) Use all meals contributions to increase the number of meals served, Report to appropriate officials such as Department for Community Based Services, EMS, local law enforcement for follow up, conditions or circumstances which place the older person or the household of the older person in imminent danger;
- (7) Make arrangements for services to older persons in weather-related emergencies;
- (8) Assist participants in taking advantage of benefits under other programs;
- (9) Employ adequate numbers of qualified staff based on the number of program participants and type of services provided;
- (10) Have a site director on a paid or volunteer basis responsible for activities at the site. OAA Title III-C funds may pay a maximum of five (5) hours of the site director's time. OAA Title III-B or other funds may be used to pay for additional hours;
- (11) Permit staff of the Area Agency on Aging and Independent Living or the Cabinet for Health and Family Services and federal representatives to monitor and inspect the operation; and
- (12) Attend meetings scheduled by the Area Agency on Aging and Independent Living and the Department for Aging and Independent Living.

NUTRITION PROGRAM Responsibilities of Nutrition Service Providers Contracting for Meals Only	DAIL-NP-17.4
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Responsibilities of Nutrition Service Providers Contracting for Meals Only

The service provider contracting to provide meals only shall:

- (1) Provide meals in accordance with the requirements of Nutrition Program Policy;
- (2) Provide the contracting agency with statistical and other information which the contracting agency requires;
- (3) Permit staff of the Nutrition Service Provider, Area Agency on Aging and Independent Living, the Cabinet for Health and Family Services and federal representatives to monitor and inspect the operation;
- (4) Employ adequate numbers of qualified staff to ensure satisfactory conduct of the service;
- (5) Attend meetings scheduled by the Area Agency on Aging and Independent Living and the Department for Aging and Independent Living.

NUTRITION PROGRAM Responsibilities of the Area Agency on Aging and Independent Living	DAIL-NP-17.5
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Responsibilities of the Area Agency on Aging and Independent Living

The Area Agency on Aging and Independent Living shall:

- (1) Assess the level of need for congregate and home-delivered meals within the planning and service area;
- (2) Coordinate with other appropriate services in the community and assure that these services do not constitute unnecessary duplication of services;
- (3) Establish procedures, subject to the approval of the Department for Aging and Independent Living, for prioritizing participants to receive home delivered meals. This prioritization shall include both Homecare and Title III-C-2 eligible individuals;
- (4) Establish procedures subject to the approval of the Department for Aging and Independent Living for prioritizing persons to receive congregate meals and services;
- (5) Develop procedures for use by service providers to assess the need for home-delivered meals among the participants, including procedures for reassessments;
- (6) Locate congregate nutrition sites as close as possible and, where feasible and appropriate, within walking distance to the majority of eligible older persons, especially those in greatest economic and social need;
- (7) Coordinate with agencies responsible for administering the food stamp, Medicaid, and SSI programs to facilitate participation of eligible older persons;
- (8) Require the establishment of a delivery system for both bulk foods delivered to satellite operations and for individually portioned meals in the home delivered meals program;
- (9) Allow frozen or shelf-stable meals to be provided when the daily delivery cost is excessive and appropriate approvals have been obtained from the Department for Aging and Independent Living;
- (10) Develop clear, written policies subject to the approval of the Department for Aging and Independent Living for use by its service providers regarding contributions for services. These policies shall address as a minimum, the use of suggested contribution schedules, contribution policies for staff and guests and provisions for protecting the confidentiality of individual client contribution amounts;
- (11) Monitor the food service operation (production, distribution and service systems including both congregate and home delivered) a minimum of 12 times per year to evaluate compliance with the Nutrition Program Policy;
- (12) When the Area Agency on Aging and Independent Living is designated as the Nutrition Service Provider as a result of a waiver; the Area Agency on Aging

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- and Independent Living shall be responsible for compliance with the Nutrition Program Policy;
- (13) When the food service is to be contracted, the request for proposal shall describe the complete service.
 - (14) Solicit the expertise of a dietitian or other individual with equivalent education and training in nutrition science or an individual with comparable expertise in the planning of nutritional pursuant to 42 U.S.C. 3030g-21(1);
 - (15) Pursuant to 42 U.S.C. 3030g-21(2)(K), encourage individuals who distribute nutrition services to provide, to homebound older individuals, medical information approved by health care professionals such as informational brochures in the individual's community on how to get vaccines including vaccines for:
 - (a) Influenza;
 - (b) Pneumonia; and
 - (c) Shingles.
 - (16) Provide implementation and management of the state nutrition program for older persons;
 - (17) Assure that a nutrition service provider provides:
 - (a) At least one (1) meal per day in a congregate nutrition site or provide home delivered meals based upon a determination of a participant's needs;
 - (b) That the maximum number of eligible older individuals, with emphasis on the frail, those with greatest social and economic need, and the isolated, have the opportunity to participate;
 - (c) Nutrition screening and counseling and nutrition education services to address a participant's assessed needs and ensure that nutrition funds are used to provide these services;
 - (d) Nutrition services to keep older persons healthy, reduce the older adult's risk of chronic disease and disability and help the older adult to manage chronic diseases and conditions;
 - (e) An emergency plan for back up food preparation sites, nutrition sites and meal delivery; and
 - (f) A plan for furnishing emergency meals during such emergencies as:
 - 1. Inclement weather conditions;
 - 2. Power failure;
 - 3. A disaster that may cause isolation; or
 - 4. A medical emergency;
 - (18) Use meal contributions to increase the number of meals served, and to facilitate access to these meals; and

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- (19) Monitor the nutrition program a minimum of twelve (12) times per year to evaluate compliance with nutrition program policies and central kitchens a minimum of one (1) time per year.
- (20) If the AAAIL is the provider of meals and services, the AAAIL shall comply with all responsibilities of the nutrition service provider as specified in Section 10 of this administrative regulation.

NUTRITION PROGRAM Responsibilities of the State Unit on Aging	DAIL-NP-17.6
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Responsibilities of the State Unit on Aging

The Department for Aging and Independent Living shall direct the statewide administration of the Nutrition Program for the Elderly. Guided by the requirements set forth in the Older Americans Act, the Department shall provide direction to Area Agencies on Aging and Independent Living in the development and implementation of nutrition programs.

The Department for Aging and Independent Living shall employ a registered dietitian whose scope of authority shall include dealing directly with the correction of deficiencies in the standards of professional service delivery and shall include direct instructions to the nutrition service director visited, provided such instructions do not necessitate major changes in administrative policy. The dietitian shall provide technical assistance in the development and implementation of food service systems and shall be available for consultation to and participation in affiliate organizations. The dietitian shall conduct periodic orientation and training meetings with Nutrition Service Providers.

NUTRITION PROGRAM Congregate Meals	DAIL-NP-17.7
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Congregate Meals

Congregate meals shall be provided by Nutrition Service Providers, which, five or more days a week, in each county within the nutrition service provider's planning and service area provides at least one (1) hot or nontraditional meal per day and any additional meals which the nutrition service provider may elect to provide in a congregate setting pursuant to 42 U.S.C. 3030(e).

NUTRITION PROGRAM Congregate Meals Eligibility	DAIL-NP-17.7.1
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Eligibility

A person age 60 or older and the spouse of that person, regardless of age, are eligible to participate in congregate nutrition services. Congregate meals shall be provided on the same basis that meals are provided to participating older individuals, to individuals providing volunteer services during the meal hours, and to individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided. Congregate meals shall be provided to disabled individuals who reside in non-institutional households with and accompany persons eligible for congregate meals

The last sentence was moved to the district funding section of the regs.

NUTRITION PROGRAM Home Delivered Meals	DAIL-NP-17.8
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Home Delivered Meals

Home delivered meals shall be provided by Nutrition Service Providers which, five or more days a week, provide at least home delivered hot **or nontraditional** meal per day and any additional meals which the recipient of a grant or contract may elect to provide. Each meal shall furnish a minimum of one-third of the dietary reference intakes as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture.

NUTRITION PROGRAM Home Delivered Meals Eligibility	DAIL-NP-17.8.1
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Eligibility

Home-delivered meals shall be provided only to a person age 60 or over and the spouse of the person, regardless of age, if either one is, by reason of illness or incapacitating disability, unable to attend a congregate site and has no one in the home able to prepare a nutritious meal on a regular basis. A non-elderly disabled person who is a member of a non-institutional household with an elderly person may receive a home-delivered meal.

Eligibility for the Homecare Program home-delivered meals shall be in accordance with 910 KAR 1:180.

NUTRITION PROGRAM Home Delivered Meals Delivery	DAIL-NP-17.8.2
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Delivery

Meals shall be delivered only to eligible persons in their homes. Meals may be left with a designee of the older person provided that the designee has been informed of the requirements of the Nutrition Program, and has indicated a willingness to comply with those requirements. This includes the assurance that the designee is able to store hot foods in a manner that maintains the temperature above 135° F or below 41° F. Cold food should be maintained below 41°F.

NUTRITION PROGRAM Meal Planning	DAIL-NP-17.9
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Meal Planning

Nutrient dense meals shall be planned using preparation and delivery methods that preserve the nutritional value of foods. The use of saturated fats, trans fats, salt and sugar shall be restricted to maintain good health.

NUTRITION PROGRAM Meal Planning Menu Requirements	DAIL-NP-17.9.1
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Menu Requirements

- (1) Menus shall be:
 - (a) Planned with suggestions from participants in the form of comment cards, evaluation forms or food committee. A formal procedure shall be established in each district.
 - (b) Planned for a minimum of one month in advance;
 1. Repetition of entrees shall be kept to a minimum.
 2. If a cycle menu is utilized, there shall be provisions to include seasonal foods.
 3. A cycle menu should be at least five weeks long. Dietary preferences of a majority of the participants shall be reflected.
 - (c) Certified in writing by the local LD/CN as meeting the current Dietary Reference Intakes (DRI) (based on nutrient analysis) and current Dietary Guidelines;
 - (d) Adhered to with minimal substitution. However, it is known that menus are subject to change when food items are not available.
 1. The AAAIL should be notified immediately whenever any menu substitution is made.
 2. All changes must also be submitted to the local LD/CN within one week for review and subsequent approval.
 3. If indicated by excessive and/or inappropriate substitutions, additional training on menu substitution shall be provided.
 4. The appropriateness of the menu changes should be noted by the LD/CN and the menus should then be forwarded to the AAAIL.
 - (e) Retained in the Area Agency on Aging and Independent Living. One copy of the menu, as served, shall be retained for a three-year period; and
 - (f) Posted in a conspicuous location, including each congregate meal site and each preparation site.
- (2) Notification of the meals to be served shall, be provided to participants receiving home delivered meals

NUTRITION PROGRAM Meal Planning Special Menus	DAIL-NP-17.9.2
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Special Menus

AAAs shall establish procedures that allow nutrition service providers to furnish modified meals where feasible, appropriate and cost effective to meet the particular dietary needs that arise from religious or ethnic background. Special menus that allow for religious, ethnic, cultural and regional dietary practices shall be provided where feasible and appropriate but are not required on an individual basis; dietary preferences of a majority of the participants shall be reflected. The nutritional requirements remain the same for each meal.

NUTRITION PROGRAM Meal Planning Therapeutic Diets	DAIL-NP-17.9.3
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Therapeutic Diets

Since nutrition program meals comply with the Dietary Guidelines and provide 1/3 of the Dietary Reference Intakes, they are suitable for most persons with diabetes, heart disease and hypertension. As a result, they meet participant dietary needs such as low sugar, low salt, low fat, or low cholesterol requirements without further modification.

NUTRITION PROGRAM Meal Planning Additional Foods	DAIL-NP-17.9.4
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Additional Foods

Additional foods may be added to the meal to provide personal satisfaction and additional nutrition but shall not be considered part of the reimbursable program meal. These foods may include fresh produce, baked items, and donated canned items. Home-canned foods shall not be used. The additional foods may not take the place of the foods provided by the approved menu.

NUTRITION PROGRAM Meal Planning Potluck Meals	DAIL-NP-17.9.5
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Potluck Meals

When a potluck meal is served at a particular site, no congregate meal shall be served at that site. Home delivered meals shall be provided on the same basis as if the potluck meal had not been scheduled.

The promotion of healthy potlucks is encouraged. Some ideas for implementation include:

- (1) Identify and promote healthier food
- (2) Lessons regarding how to keep food safe
- (3) Lead by example

NUTRITION PROGRAM Meal Planning Supplements	DAIL-NP-17.9.6
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Supplements

Vitamin and/or mineral supplements shall not be provided. Medical foods and food for special dietary uses shall not be provided with federal or state nutrition funds.

NUTRITION PROGRAM Meal Planning Consultation	DAIL-NP-17.9.7
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Consultation

A minimum of four hours of consultation per month by a registered dietitian or certified nutritionist is required. Responsibilities shall include, but are not restricted to the following:

- (1) Evaluation of the food preparation and service operations including measurement of food temperatures and portion sizes;
- (2) Assessment of food quality and employee practices;
- (3) Staff training;
- (4) Menu preparation or review;
- (5) Assurances that nutrition screening, assessment, and counseling are completed;
- (6) Reliable nutrition education is provided to a congregate and home delivered meal participant; and
- (7) Individual diet counseling.

The dietitian shall provide a monthly report describing the monthly activities, including the approximate time spent on the activities.

Only a dietitian shall provide individual diet counseling with participants.

NUTRITION PROGRAM Meal Planning Nutrient Requirements	DAIL-NP-17.9.8
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Meal Planning Nutrient Requirements

Menus shall be documented as meeting the nutritional requirements through computer assisted nutrient analysis and must provide the following when one meal is served per day. The menus must be approved using the attached form.

Nutrient	Amount Required	Notes
Calories	Average for week between 675 and 735 calories per meal	No one meal may be less than 625 calories
Protein	15 – 25% of calories	
Carbohydrate	93 Grams (acceptable range is 85 grams – 105 grams)	This requirement is in keeping with the high incidence of diabetes in Kentucky
Fat	Within a one week period the daily average should be ≤ 30% calories	No one meal may be more than 35% fat. Lard may not be used. Limit trans fats
Fiber	Within a one week period the daily average should be 8 g/meal	
Calcium	400 mg per meal averaged over one week	No one meal may be less than 360 mg
Magnesium	140 mg per meal averaged over one week	No one meal may be less than 126 mg.
Zinc	3.7 mg per meal average over one week	No one meal may be less than 3.33 mg
Vitamin A	300 mcg (RE), averaged over one week	
Vitamin B6	.6 mg per meal averaged over one week	No one meal may be less than .54 mg
Vitamin B12	.8 mcg per meal averaged over one week	No one meal may be less than .72
Vitamin C	30 mg per meal average over one week	No one meal may be less than 27 mg
Sodium	1000 mg per meal averaged over one week when one meal is served per day	No more than 1200 mg per meal

<p align="center">Menu Approval Sheet For use with Nutritional Analysis for the Kentucky Senior Nutrition Program</p>

Nutrient	1 Meal per Day	
		Check
Energy	No less than 625; Average 675 - 735 for the week	
Protein	15 – 25% of calories	
Carbohydrate	93 grams (acceptable range = 85 to 105 grams)	
Fat	Weekly average should be \leq 30% calories (never more than 35%)	
Fiber	8 grams average over one week	
Calcium	No meal less than 360 mg 400 mg per day for weekly average	
Magnesium	No meal may be less than 126 mg 140 mg per meal averaged over one week	
Zinc	No meal less than 3.33 mg 3.7 mg per meal averaged over one week	
Vitamin A	300 mcg (RE) averaged over one week	
Vitamin B6	No meal less than .54 mg .6 mg per meal averaged over one week	
Vitamin B12	No meal less than .72 mcg .8 mcg per meal averaged over one week	
Vitamin C	No meal less than 27 mg 30 mg per meal averaged over one week	
Sodium	no one meal more than 1200 mg \leq 1000 mg averaged over one week	

I certify that, to the best of my knowledge, each meal in the attached menus provides one-third of the current Recommended Dietary Allowances of the National Academy of Sciences and conforms to the Dietary Guidelines for Americans.

Signature: _____
Licensed Dietitian/ Certified Nutritionist

Date: _____

NUTRITION PROGRAM Menu Planning Approval Sheet	DAIL-NP-17.9.9
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Menu Approval Sheet

All menus must be approved by the licensed dietitian or certified nutritionist. The approval sheet is attached and can be used for the entire menu cycle.

Menu Approval Sheet For use with Nutritional Analysis for the Kentucky Senior Nutrition Program
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Nutrient	1 Meal per Day	
		Check
Energy	No less than 625; Average 675 - 735 for the week	
Protein	15 – 25% of calories	
Carbohydrate	93 grams (acceptable range = 85 to 105 grams)	
Fat	Weekly average should be ≤ 30% calories (never more than 35%)	
Fiber	8 grams average over one week	
Calcium	No meal less than 360 mg 400 mg per day for weekly average	
Magnesium	No meal may be less than 126 mg 140 mg per meal averaged over one week	
Zinc	No meal less than 3.33 mg 3.7 mg per meal averaged over one week	
Vitamin A	300 mcg (RE) averaged over one week	
Vitamin B6	No meal less than .54 mg .6 mg per meal averaged over one week	
Vitamin B12	No meal less than .72 mcg .8 mcg per meal averaged over one week	
Vitamin C	No meal less than 27 mg 30 mg per meal averaged over one week	
Sodium	no one meal more than 1200 mg ≤ 1000 mg averaged over one week	

I certify that, to the best of my knowledge, each meal in the attached menus provides one-third of the current Recommended Dietary Allowances of the National Academy of Sciences and conforms to the Dietary Guidelines for Americans.

Signature: _____

Date: _____

Licensed Dietitian/ Certified Nutritionist

NUTRITION PROGRAM Meal Planning Condiments and Product Substitutes	DAIL-NP-17.9.10
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Condiments and Product Substitutes

Salt substitutes shall not be provided.

Sugar substitutes, pepper, herbal seasonings such as Mrs. Dash, lemon, vinegar, non-dairy coffee creamer, salt and sugar may be provided, but shall not be counted as fulfilling any part of the nutritive requirements.

Mayonnaise, catsup, mustard, fat-free butter flavoring, and any other condiments that are meal appropriate shall be provided. However, these items will not count as fulfilling any part of the nutritive requirements. Margarine and/or butter should be provided, as appropriate. Margarine and/or butter **will count** as part of the nutritive value of the meal.

NUTRITION PROGRAM Meal Requirements	DAIL-NP-17.10
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Meal Requirements

Congregate, home-delivered, and emergency menus shall certify that each meal served contains the equivalent of one-third of the dietary reference intakes as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. In addition, menus shall comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture.

Requirements for One Meal per Day

- (1) Congregate, home delivered and emergency menus must furnish one-third of the Recommended Dietary Allowance/Adequate Intake (a part of the Dietary Reference Intake)

Requirements for Two Meals Daily

- (1) Congregate, home delivered and emergency meal providers serving two meals per day must furnish a total of two-thirds of the Recommended Dietary Allowance / Adequate Intake (a part of the Dietary Reference Intake)
- (2) If the two meals are not served to the same population, **each** meal must meet the requirements for one meal.
- (3) In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are two different populations and each meal must meet the requirements for one meal per day.
- (4) Home delivered meal and congregate housing participants who receive two meals daily should meet the requirements for two meals.

Requirements for Three Meals Daily

- (1) Congregate, home delivered and emergency meal providers serving three meals per day to the same population must provide 100% of the Recommended Dietary Allowance / Adequate Intake (a part of the Dietary Reference Intake)
- (2) In the senior center environment, it is difficult to track whether the populations are the same. If unknown, it is assumed that the participants are different populations and each meal must meet the requirements for one meal per day.
- (3) Home delivered meal and congregate housing participants who receive three meals daily should meet the requirements for three meals.

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NUTRITION PROGRAM Food Procurement	DAIL-NP-17.11
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Food Procurement

All foods purchased for use in the Nutrition Program shall be of good quality.

All foods used in the nutrition program must meet the standards of quality, sanitation and safety.

All foods used in the nutrition program must be:

- (1) From approved sources;
- (2) Be in compliance with applicable state and local laws, ordinances and regulations;
- (3) And be clean, wholesome, free from spoilage, free from adulteration and mislabeling, and safe for human consumption

Hermetically sealed food, which has been processed in an approved commercial food-processing establishment, may be used. Home-canned foods may not be used.

All foods contributed to the nutrition program must meet the same standards of quality, sanitation and safety that apply to foods processed commercially and purchased by the nutrition program.

Fresh or frozen meat and poultry used in the meals provided by the service provider must be USDA and/or state inspected.

The service provider assumes responsibility for determining the condition, quality and safety of fresh produce used in its food service.

Purchasing procedures should assure availability of food, supplies and equipment in the quantity and quality consistent with established standards and at the most favorable prices consistent with set standards.

Service providers are encouraged to use locally produced foods whenever possible, and collaborate with local food producers and other food assistance programs to maximize access to and use of high quality, nutritious, affordable foods.

NUTRITION PROGRAM Food Preparation Recipes	DAIL-NP-17.12
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Food Preparation Recipes

Standardized recipes shall be used in food preparation and yield shall be indicated. Recipes shall specify the yield and portion size adjusted for the requirements of the Nutrition Program for older persons.

NUTRITION PROGRAM Food Preparation Quality Control	DAIL-NP-17.12.1
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Quality Control

The following standards shall be established for quality control:

- (1) Food production for hot foods shall take place within the eight hours preceding service unless otherwise directed in the recipe. Protein foods shall be cooked completely once the cooking cycle has begun. Foods to be served cold (e.g., congealed salads, puddings, potato salad) and neutral temperature foods (e.g., cookies, cakes) may be prepared earlier than the preceding eight hours if so directed in the recipe. All solid and semi-solid cooked foods stored under refrigeration shall be placed in containers that are no more than 4" in depth.
- (2) Packing of hot foods into insulated chests shall be accomplished as rapidly as possible to prevent heat loss. Hot foods shall be packed at temperatures 160 degrees Fahrenheit or higher; temperatures shall not be so hot that the quality of menu items is compromised. Temperature records shall be maintained.
- (3) To maintain quality in prepared foods, holding times shall be kept to an absolute minimum. Because long periods of hot holding diminish the nutrient content and the palatability of foods, the holding time for hot food shall not exceed three (3) hours after preparation. Exception to this requirement may be granted by the Department for Aging and Independent Living provided that meal quality is not compromised with extended hot holding and that appropriate temperatures are maintained. The request for this exception must be submitted with a plan to remedy the holding time issue. The internal temperatures of hot foods to be transported shall be 135 degrees Fahrenheit or above and cold foods 41 degrees Fahrenheit or below at all times during transportation and service.
- (4) Optimal temperatures for hot and cold foods shall be maintained to inhibit spoilage and enhance palatability. Hot foods shall be maintained at or above 135 degrees Fahrenheit; cold foods shall not exceed 41 degrees Fahrenheit. Thermometers used to check food temperatures shall be of metal stem-type construction, numerically scaled, and accurate to plus or minus three (3) degrees Fahrenheit. Periodic checks shall be made to insure that each thermometer is registering accurately. Temperature logs shall be maintained.

NUTRITION PROGRAM Food Preparation Inspection of Facilities	DAIL-NP-17.12.2
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Inspection of Facilities

Food preparation facilities shall comply with state and local fire, health, sanitation and safety regulations, which apply to food service operations. State and local health officials and the Department for Aging and Independent Living Dietitian shall inspect food preparation and service kitchens periodically. The Area Agency on Aging and Independent Living is responsible for monitoring each food preparation kitchen at least one time per year.

NUTRITION PROGRAM Food Preparation Food Preparation Guidelines	DAIL-NP-17.12.3
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Food Preparation Guidelines

- (1) Prepare foods without adding salt unless salt is specified in the recipe and has been calculated in the nutritional analysis.
- (2) Flavor foods by using herbs, spices, salt-free seasoning, lemon juice, limejuice, vinegar, etc
- (3) When using high sodium condiments such as ketchup, barbeque and teriyaki sauce, prepared mustard, seasoned salts, bouillon, pickles and olives, balance the menu with low sodium choices. Light soy sauce should be used to replace regular soy sauce and used infrequently. Low sodium condiments are strongly encouraged. The sodium content of the condiments should be considered in menu planning.
- (4) Monosodium glutamate, MSG, shall not be used in food preparation.
- (5) Use low fat cooking methods such as baking, broiling or steaming. Minimize the addition of fat to vegetables.
- (6) Use all types of fish, lean cuts of meat, and poultry without skin.
- (7) Select low sodium versions of canned soups, tomatoes, vegetables, and salad dressings in place of regular canned/bottled items.
- (8) Offer fruit desserts: fruit cup, fruit crisp, fruit cobbler, fruited gelatin
- (9) Select low fat, low sodium cheese when feasible.
- (10) Make sauces and gravies without fat. Add starch to cold liquid, instead of blending starch with fat, before cooking to thicken.
- (11) Substitute vegetable oils (ex. canola oil) for shortening, margarine for butter. The amount of trans and saturated fats should be limited. Lard should not be used.
- (12) Expand the use of fresh and frozen vegetables and fruits, which contain no added salt.

NUTRITION PROGRAM Food Safety and Personal Hygiene	DAIL-NP-17.13
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Food Safety and Personal Hygiene

Food production, food distribution, and food service procedures shall meet all State and local licensure and safety requirements established for the provision of those services. 902 KAR 45:005, Retail food code will be the basis for these standards.

NUTRITION PROGRAM Food Safety and Personal Hygiene State Food Service Code	DAIL-NP-17.13.1
Effective Date: December 30, 2009	Page 1 of 1

State Food Service Code

Standards for food handling and personal hygiene shall be in accordance with the State Food Service Code (902 KAR 45:005). These standards include but are not limited to the following:

- (1) Hairnets, hats or scarves shall be required for all persons preparing food. Persons serving food shall wear appropriate hair restraints to prevent the contamination of food, equipment and utensils. All staff and volunteers shall wear protective clothing such as aprons or smocks. Disposable gloves shall be used to serve those foods, which are not served with utensils.
- (2) All staff and volunteers shall be free of contagious disease and transmittable infections while preparing and serving food.
- (3) Hands shall be washed before starting work and as often as necessary to keep them clean particularly alter smoking, eating, drinking, or using the toilet. Hand sinks shall be accessible.
- (4) Food handlers' certificates shall be up-to-date and posted, when required by the local regulatory agency.
- (5) All vehicles used to transport food shall be kept clean and sanitary.

NUTRITION PROGRAM Food Safety and Personal Hygiene Temperature Control	DAIL-NP-17.13.2
Effective Date: December 30, 2009 Revised Date: October 25, 20011	Page 1 of 1

Temperature Control

Optimal temperatures for hot and cold foods shall be maintained to inhibit spoilage and enhance palatability. Hot foods shall be maintained at or above 135 degrees Fahrenheit; cold foods shall not exceed 41 degrees Fahrenheit. Thermometers used to check food temperatures shall be of metal stem-type construction, numerically scaled, and accurate to plus or minus three (3) degrees Fahrenheit. Periodic checks shall be made to insure that each thermometer is registering accurately. Temperature logs shall be maintained.

NUTRITION PROGRAM Congregate Meal Service	DAIL-NP-17.14
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Congregate Meal Service

Congregate meals should be available five days per week within the nutrition service provider's service and planning area. At least one hot or nontraditional meal should be available five days per week within the nutrition service provider's service and planning area.

NUTRITION PROGRAM Congregate Meal Service Transportation of Meals	DAIL-NP-17.14.1
Effective Date: December 30, 2009 Revised Date: October 25, 2011	Page 1 of 1

Transportation of Meals

The following requirements shall apply to the transportation of meals to congregate sites:

- (1) Insulated containers shall be used for bulk food.
- (2) Bulk foods shall be transported in stainless steel pans or aluminum disposable pans in an insulated container. Use of plastic shall be restricted to cold items only.
- (3) Hot items (maintained over 135 degrees F) shall be transported in bulk containers separate from cold products (maintained under 41 degrees F). Containers shall be preheated or pre-chilled before being loaded.

NUTRITION PROGRAM Congregate Meal Service Conformance to Menu	DAIL-NP-17.14.2
Effective Date: December 30, 2009	Page 1 of 1

Conformance to Menu

Food items served shall correspond to the published menu; any discrepancies in quantity or quality shall be documented and reported. All menu substitutions must be approved by the dietitian. If there is a pattern of substitutions or the substitutions are not appropriate, then additional training must be provided.

NUTRITION PROGRAM Congregate Meal Service Order of Service	DAIL-NP-17.14.3
Effective Date: December 30, 2009	Page 1 of 1

Order of Service

The following order of service shall be followed:

- (1) Congregate meals shall be served after packaging the home delivered meals. Foods shall be maintained at appropriate temperatures during all phases of food service.
- (2) Any method of serving food may be used so long as it does not result in menu items being held at inappropriate temperatures either on the tables or on the serving line. Milk and other cold food items shall not be preset on tables prior to meal service; tables shall not be preset with eating and drinking utensils for more than four hours prior to meal service unless each item is individually wrapped.
- (3) After all participants have been served, volunteers and other staff may be served.
- (4) Food items left over from any meal may be offered as seconds to congregate meal participants after all have been served or the foods shall be discarded.

NUTRITION PROGRAM Congregate Meal Service Payment for Meals	DAIL-NP-17.14.4
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Payment for Meals

Only complete meals shall be claimed for payment. The omission of any of the required meal components shall cause that meal to be incomplete and therefore ineligible for payment and for USDA reimbursement.

Refusal by a participant of specific meal components shall not render that meal incomplete.

NUTRITION PROGRAM Congregate Meal Service Food Temperatures	DAIL-NP-17.14.5
Effective Date: December 30, 2009 Revised Date: October 25, 2011	Page 1 of 1

Food Temperatures

Food temperatures for both hot and cold food items shall be checked daily, and recorded both at the kitchen and nutrition site. Specific items for which temperature control is critical are those potentially hazardous foods which support rapid growth of microorganisms - meat, milk, eggs, poultry, fish and those items containing any of the potentially hazardous foods (e.g., sauces, gravies, puddings, etc.). To preserve optimal temperature control, containers shall not be opened until immediately prior to meal service unless the hot bulk food is to be placed on a commercial hot food table or in ovens and the cold food is to be refrigerated. Temperature checks shall be made when the food arrives and as often as necessary to assure the maintenance of hot food temperatures above 135 degrees Fahrenheit and cold food temperatures below 41 degrees Fahrenheit. If the appropriate temperatures are not maintained then the food should be discarded and the back-up plan should be implemented. Discarded foods are not eligible for reimbursement.

NUTRITION PROGRAM Congregate Meal Service Carryout Foods	DAIL-NP-17.14.6
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Carryout Foods

Center policy shall discourage the carry out of food items with particular emphasis on potentially hazardous foods but shall not prohibit this practice. The only food items that may be taken home are those items that a participant has left from his own meal. Food items, which may be safely taken home, are neutral temperature items such as cookies, brownies, unpeeled fresh fruit or any other non-potentially hazardous food. Meat and milk items are considered potentially hazardous foods. Participants shall be advised concerning the risk involved when foods are held at unsafe temperatures. Staff or volunteers shall not devote time or supplies to the task of packaging individual menu items as carryout for participants or staff. A center shall not provide carry out of unserved or left over meals.

NUTRITION PROGRAM Congregate Meal Service Evaluation	DAIL-NP-17.14.7
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Evaluation

Congregate meal participants shall have an opportunity to evaluate meals and service at least annually and provide ongoing comments for preparation of menus. A policy and procedure that describes the evaluation process shall be in place.

NUTRITION PROGRAM Home Delivered Meal Service	DAIL-NP-17.15
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Home Delivered Meal Service

Meals produced according to the regular menu shall be used in the Home Delivered Meals Program. Home delivered hot or nontraditional meals shall be provided a minimum of five days per week. Provisions may be made for weekend meals for those individuals unable to obtain meals from another source.

NUTRITION PROGRAM Home Delivered Meal Service Delivery Methods	DAIL-NP-17.15.1
Effective Date: December 30, 2009 Revised Date: October 25, 2011	Page 1 of 1

Delivery Methods

Providers of home delivered meals may use any method of delivery that will prevent outside contamination and hold food at appropriate temperatures. Portioning, sealing, and packing into insulated containers shall be accomplished as rapidly as possible; the most rapid heat loss in home delivered meals takes place between portioning and loading into delivery containers.

Participants in the Congregate Meal Program shall not deliver meals unless all local driver-training requirements are met.

Nutrition site personnel shall check and record temperatures of meals at least weekly toward the end of each meal delivery route. If the temperatures are not consistent with the requirements of 910 KAR 1:190, the nutrition site personnel shall check and record the meal temperatures daily until the temperatures are consistent with those requirements.

NUTRITION PROGRAM Home Delivered Meal Service Food Temperatures	DAIL-NP-17.15.2
Effective Date: December 30, 2009 Revised Date: October 25, 2011	Page 1 of 1

Food Temperatures

Individual trays shall be transported in insulated containers, which maintain temperatures not less than 135 degrees F. for hot foods, and not more than 41 degrees F. for cold food. Delivery routes shall be kept as short as possible to minimize nutrient loss and to facilitate temperature retention. All meals shall be delivered within three hours from the end of preparation to the final destination. The Department for Aging and Independent Living may grant exception to this requirement provided that meal quality is not compromised with extended hot holding and that appropriate temperatures are maintained.

Nutrition site personnel shall check and record temperature of home delivered meals at least weekly toward the end of the longest delivery route. If temperature retention problems are found, daily checks of temperatures shall be made until the problem is corrected. Meals that do not comply with temperature requirements should not be delivered. These meals are not eligible for reimbursement.

A policy and procedure that describes the temperature checks and the action that will be taken when temperatures retention problems are identified shall be in place.

NUTRITION PROGRAM Home Delivered Meal Service Packaging Requirements	DAIL-NP-17.15.3
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Packaging Requirements

The following requirements shall apply to the packaging of meals:

- (1) Home delivered meals packaged at the center shall be portioned and packaged first, and delivered immediately. Portioning and delivery of all home delivered meals shall be accomplished in such a manner as to insure that hot foods are held hot and cold foods are held cold. The temperature of hot food to be packaged shall be 160 degrees F. or above in order to maintain safe temperatures during transportation and delivery. This requirement does not apply to meals carried in heated secondary containers, provided hot food temperatures never drop below 135° F.
- (2) For optimal temperature retention, the space within the delivery containers shall be filled as completely as possible. Foods cannot hold temperatures as efficiently in partially filled delivery containers as in smaller containers, which are completely filled.
- (3) The use of heated delivery equipment is encouraged. If heated delivery equipment is not available, other means to hold temperatures shall be used. The use of hot wax bottles, heated ceramic tiles, or hot water bottles may be used to maintain temperatures within the hot food boxes. These shall be placed under hot food in order to maximize heat retention. The source of heat shall be hotter than the temperature of the food itself; if the source is cooler than the food, the temperature of the food will drop to equalize the temperature of the internal chamber. Also hot food items will lose heat to the air inside the container and to adjacent food items, which have lower portioning temperatures. Cold food shall not be over 41°F during the delivery process.
- (4) Eutectic plates or artificial ice shall be placed over the cold foods within the food boxes. Ice may be used if the food containers are constructed to prevent water seepage into the food.
- (5) Neutral temperature foods shall be packaged and delivered in such a way as to prevent outside contamination.
- (6) Frozen meals shall be maintained in a frozen state during delivery. If the meal has thawed to the extent that ice crystals are not contained in the meal, then the meal shall not be refrozen for later use. A meal, which has begun to thaw, may be held for a brief period at 41 degrees F. or below or it may be heated and consumed immediately.
- (7) Participants receiving any type of home delivered meals that are prepared in a kitchen within the AAA should be notified of proper storage procedures if the meal is not consumed immediately and the use by or discard date for each meal received. All Home delivered meals (hot or frozen) that are

NUTRITION PROGRAM Home Delivered Meal Service Packaging Requirements	DAIL-NP-17.15.3
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prepared in a kitchen within the AAA should be labeled to indicate that the meal should be consumed immediately or refrigerated, with the date prepared, and a use-by or discard date.

NUTRITION PROGRAM Emergency Meals	DAIL-NP-17.16
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Emergency Meals

Provisions shall be made for furnishing emergency meals during inclement weather conditions, power failure, or any disaster that may cause isolation or create a special need. Meals may be shelf-stable, frozen, freeze-dried, dehydrated, modified atmosphere packaging, or a combination of any of these provided the meal meets nutritional requirements of the program and menus have been approved by the dietitian.

NUTRITION PROGRAM Emergency Meals Requirements	DAIL-NP-17.16.1
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Requirements

Menus for emergencies shall provide the equivalent of one-third of the dietary reference intakes as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences and comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture.

The Department for Aging and Independent dietitian will review menus during the annual monitoring.

Menus shall be planned for a minimum of three days and shall be signed by the local dietitian/nutritionists using the DAIL official menu approval form.

Frozen meals shall be used only if the participant is able to store, prepare and consume the meal alone or with available assistance and if the delivery system is arranged so that storage time after delivery is minimal. Preparation instructions and used by/expiration dates shall be included.

Shelf stable meals may be made available for emergency meals. The shelf stable meals should be monitored so the expiration date does not pass. The nutrient content of the shelf stable meals in the package may be averaged to meet requirements.

Shelf Stable Meals Packaging Requirements:

- (1) The package shall include menus to instruct the clients how to combine the foods to meet the meal requirements.
- (2) Cans are to be easy to open, with pull-tabs whenever possible.
- (3) The box must be labeled with the use by/expiration date.

NUTRITION PROGRAM Emergency Meals Composition of Emergency Meals	DAIL-NP-17.16.2
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Composition of Emergency Meals

The menu plan shall include some foods that require no cooking prior to consumption. Participants shall be advised that canned foods may be heated in hot tap water if a stove is not available. Hot tap water may also be used to make instant soup, cereals, coffee, tea or cocoa. One dish meals may be used provided the nutritional requirements are met. Foods that may be contained in emergency meals are as follows:

- (1) Meats and Meat Alternates:
 - (a) Canned meat, poultry, or fish
 - (b) Canned mixtures of meat, poultry or fish with vegetables, rice, macaroni, spaghetti, or dried beans
- (2) Fruits and Vegetables:
 - (a) Canned fruits, vegetables, and soups
 - (b) Dried fruits
 - (c) Canned fruit juices
- (3) Breads and Cereals:
 - (a) Packaged crackers and cookies
 - (b) Canned breads, canned spaghetti dishes
 - (c) Instant cereals, ready-to-eat cereals
- (4) Milk and Milk Products:
 - (a) Canned milk, dried milk, instant milk products
 - (b) Canned or packaged puddings

NUTRITION PROGRAM Emergency Meals Distribution	DAIL-NP-17.16.3
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Distribution

Food items to be used in the Emergency Meal Program may be taken to the nutrition sites and participants may assist with packaging the foods for distribution, if they are a trained volunteer at the nutrition site.

Emergency meal packages shall be distributed to home bound clients with home delivered meals and may be used for congregate participants when centers are closed.

NUTRITION PROGRAM Emergency Meals Reporting	DAIL-NP-17.16.4
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Reporting

For reporting purposes, these meals shall be counted during the quarter in which they are distributed.

NUTRITION PROGRAM Nutrition Education	DAIL-NP-17.17
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Nutrition Education

An ongoing Nutrition Education Program shall be implemented that provides education for all participants of the nutrition program for the elderly. An annual nutrition education plan should be developed. This plan shall include a minimum of one session each month at each nutrition site and shall include a variety of topics using a wide range of teaching techniques. Nutrition education materials shall be provided to home delivered meal clients at least monthly.

Topics shall include but are not limited to the following:

- (1) Nutrition and its relevance to health promotion and disease prevention;
- (2) Consumer approaches to food safety and food purchasing;
- (3) Food fads and diets;
- (4) Physical activity; and
- (5) Activities to modify behavior and improve health literacy, including providing information and optimal nutrients.

NUTRITION PROGRAM Nutrition Services Incentive Program (NSIP)	DAIL-NP-17.18
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Nutrition Services Incentive Program (NSIP)

The Department for Aging and Independent Living receives Nutrition Services Incentive Program (NSIP) funds from the Administration on Aging based on the number of eligible meals that were served during the previous year. These funds are distributed to each of the Area Agencies on Aging and Independent Living based on the proportion of meals that were served in each area.

The Area Agency on Aging and Independent Living shall report accurate meal participation data routinely as requested by DAIL.

NUTRITION PROGRAM Nutrition Services Incentive Program (NSIP) Distribution of NSIP Cash	DAIL-NP-17.18.1
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Distribution of NSIP Cash

The Department for Aging and Independent Living shall distribute promptly and equitably all NSIP cash received to each Area Agency on Aging and Independent Living based on their proportion of the total number of meals served in the state.

NUTRITION PROGRAM Nutrition Services Incentive Program (NSIP) Utilization of Funds	DAIL-NP-17.18.2
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Utilization of Funds

NSIP funds shall be used to expand the total number of meals provided in the state.

NSIP funds shall not be used for the following:

- (1) To reduce funds from any other grant or contract which the provider may be given;
- (2) To fund meals served to individuals, guests, or staff less than sixty (60) years of age;
- (3) To fund meals served to a person who is paying a set fee for the meal;
- (4) To fund meals served to consumers that meet income eligibility criteria under other programs;
- (5) To fund meals used as a non-federal match for other federal program funding;
- (6) To fund alcoholic beverages and vitamin supplements not allowed under the nutrition program guidelines;
- (7) To fund sponsored meals if a set fee or charge is involved; or
- (8) To fund meals served to individuals in nursing homes, adult day care, or assisted living facilities where the meal is part of the per diem.

NUTRITION PROGRAM Nutrition Services Incentive Program (NSIP) Requirements for Use of Cash	DAIL-NP-17.18.3
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Requirements for Use of Cash in Lieu of Commodities

The following requirements apply to the use of NSIP funds:

- (1) Maintain records to show the amount of cash received and how it was expended.
- (2) Use cash to purchase foods approved by the United States Department of Health and Human Services and other foods produced in the United States agricultural commodities and other foods for the Nutrition Program for the Elderly.
- (3) Purchase meals with NSIP monies provided the cost of the meal is quoted as a unit cost that includes both food and labor. This applies to the purchase of meals from a caterer when food and labor costs necessary to produce a meal are not separately identified. Ready-to-serve meals may be purchased on a unit cost basis provided each meal contains food equivalent in value to the current rate of reimbursement.
- (4) Serve meals to eligible individuals through a nutrition service provider under the jurisdiction, control, management, and audit authority of the Department and AAAIL

NUTRITION PROGRAM Nutrition Services Incentive Program (NSIP) Financial Records	DAIL-NP-17.18.4
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Financial Records

The following requirements apply to accounting for NSIP:

- (1) Meals provided in the Nutrition Program for the Elderly shall be bid without regard to NSIP reimbursement.
- (2) NSIP funds shall be used as a revenue source for expansion of numbers of meals served in each Area Agency on Aging and Independent Living.
- (3) The unit cost of a meal shall not be reduced in anticipation NSIP funds but shall be stated as a true cost in both bidding and reporting procedures.
- (4) Monthly financial reports shall reflect NSIP expenditures and meals provided.
- (5) NSIP Financial reports shall be submitted to DAIL quarterly.

NUTRITION PROGRAM Nutrition Program Costs	DAIL-NP-17.19
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Nutrition Program Costs

A standardized single method for computing actual meal costs shall be used. This computation shall be referred to as the ready-to-serve meal cost and the food service and delivery cost. The ready-to-serve cost provides a mechanism for comparing costs among differing programs and providers.

(1) Ready-to-Serve Meal Cost

- (a) **Food Costs:** Include the cost of raw food (food normally purchased by a food service operation, which prepares its own food, and convenience foods, which may require very little preparation). This also includes food purchased with NSIP funds.
- (b) **Non-Food Costs:** Include the costs of serving supplies, disposables, cleaning materials, and all non-capital items used in the preparation of food. (Paper goods, disposables, eating and serving utensils, detergents and other cleaning supplies and equipment)
- (c) **Labor Costs - Food Preparation:** Include the costs of labor for food preparation; cooking, and portioning bulk foods; and delivery of food to the site of service. Labor costs shall include:
 - 1. Fringe benefits are also included;
 - 2. Wages paid to all persons who prepare food.;
 - 3. Wages for persons who prepare and maintain the sanitary condition of the kitchen and storage areas; and
 - 4. Wages paid for time spent in food and supplies inventorying, storing and receiving and in direct supervision of kitchen employees.
- (d) **Equipment Costs:** Include the costs of such capital items as ranges, dishwashers, trucks and vans, steam tables, freezers, etc.
- (e) **Utility Costs:** Include the costs of space and related utility costs incurred for food preparation, including equipment operation costs and costs for maintenance and repair.
- (f) **Other Costs:** Include the non-labor costs of transporting food, food storage, insurance, and general liability.

(2) Food Service and Delivery Cost

(Use cash outlay and value of resources used for minimum required match)

- (a) **Portioning Costs:** Include the costs of labor for serving foods and labor for home delivery of meals to participants.
 - 1. Fringe benefits are also included;
 - 2. Wages paid to all persons who portion food;

NUTRITION PROGRAM Nutrition Program Costs	DAIL-NP-17.19
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3. Wages for persons who maintain the sanitary condition of the service kitchen and dining areas; and
4. Wages paid to persons who supervise these activities.
- (b) **Delivery Costs:** Include the costs of labor for delivering meals to homes of participants and mileage and maintenance of vehicles used for this purpose.
- (c) **Other Nutrition Service Costs:** Include costs incurred for nutrition education and nutrition outreach services needed to meet the needs of participants. These costs include personnel, equipment and supplies, etc., which can be properly allocated to the nutrition program. Include the cost, if any, for rental and maintenance of facilities used for nutrition services.
- (d) **Other general expenses related to overall program management.**
- (e) **Project Management Costs:** Exclude expenses incurred for nutrition education and nutrition outreach services.
 1. **Personnel Costs:** Include expenses incurred for the program director and related administrative staff, such as bookkeepers, clerical staff, nutritionists, registered dietitians, etc.
 2. **Equipment and Supply Costs:** Include equipment and supplies related to overall program administration, such as typewriters, computers, software for menu analysis, office supplies, office furniture, cleaning supplies, disposable paper supplies and janitorial supplies.
 3. **Other General Expenses:** Include costs related to overall program management, such as insurance, bonding, licenses, membership fees paid to professional organizations, utilities, repair and maintenance of equipment in centers, pest control, office and site rental, office supplies, insurance and other miscellaneous costs.

NUTRITION PROGRAM Food Service Contracts	DAIL-NP-17.20
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Food Service Contracts

Meals shall be bid without regard to funding source and shall contain a ready-to-serve cost and a served-delivered cost.

NUTRITION PROGRAM Non-Traditional Frozen Meal Approval Standard Operating Procedure	DAIL-NP-17.21
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Non-Traditional and Frozen Meal Approval Standard Operating Procedure

“Nontraditional meal” means a meal approved by the Department that is cold, frozen, dried, canned, or modified atmosphere packaging.

Policy: This policy includes the use of frozen, shelf stable, modified atmosphere, or other non-traditional meals in the Nutrition Program for the Elderly and Disabled. This policy and procedure does not affect the emergency meal requirement in 910 KAR 1:190 Section 6. Approval for the waiver may be given under the following conditions:

- (1) Demonstrated need for the individual or the community; and
- (2) Demonstrated cost-effectiveness; and
- (3) Ability of the individual to understand directions and utilize the non-traditional or frozen meal

AAA Responsibility:

- (1) A request for waiver will be submitted as part of the area plan in the Waivers and Special Program Approvals section and upon any revision of the plan, which affects this standard operating procedure.
- (2) Prior to the delivery of non-traditional or frozen meals:
 - (a) An explanation of the reason for the waiver request will include the following:
 1. Administrative reason for the request
 2. Cost effectiveness of the waiver request
 - (b) This waiver will include client assessment regarding the need for the non-traditional or frozen meal. The following information will be required:
 1. Clients ability to prepare the meal themselves or with available assistance
 2. Availability of a microwave or other appliance to properly prepare the meal
 3. Availability of proper storage appliance (i.e. freezer)
 4. Client's choice to receive non-traditional or frozen meal

NUTRITION PROGRAM Non-Traditional Frozen Meal Approval Standard Operating Procedure	DAIL-NP-17.21
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- (c) A policy and procedure for each step in the preparation of the non-traditional meal when prepared in the kitchen where current congregate and home delivered meals are prepared will include the following:
 - 1. Preparation of meal (packaging of leftover food is not allowed)
 - 2. Packaging to assure quality and food safety
 - 3. Freezing times: Cooked potentially hazardous foods shall be cooled: (1) Within 2 hours from 135° F. to 70° F and (2) within a total of 6 hours from 135° F to 41° f or less. Potentially hazardous food shall be cooled within 4 hours to 41° F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna. Be sure to identify the equipment used to rapidly freeze the food and the length of time that frozen meal will be stored before delivery.
 - 4. Delivery time from prep site to client
 - 5. Food safety during transportation should include the description of the process such as how to keep the food frozen for the entire delivery route.
- (d) A policy and procedure for delivery of vendor-produced meals will be provided.
- (e) A policy and procedure that addresses the following nutrition program requirements:
 - 1. Menu planning and approval
 - 2. Nutrition education
 - 3. Participant evaluation
 - 4. Client provision of copies of the menu plan and preparation instructions
- (3) All non-traditional meals will comply with DAIL nutritional regulations and guidelines for other nutrition programs.
- (4) AAA will develop a policy and procedure for client contacts. This policy and procedure should identify the criteria used to determine the frequency of contact. These criteria must include at least the following:
 - (a) Daily Contact: Frail, isolated participants without a support system and have a history of falls or a high risk for falls, deficiency of 3 or more ADL/IADLs, and be at high nutritional risk

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- (b) Weekly Contact: Frail, isolated participants with a support system and have a history of falls or a high risk for falls, deficiency of 3 or more ADL/IADLs, and be at high nutritional risk
 - (c) Every Two Weeks Contact: Not at nutritional risk without a strong support system, less than 3 ADL/IADL deficiency
 - (d) Monthly Contact: Not at nutritional risk with a strong support system, less than 3 ADL/IADL deficiency OR participant refuses the recommendation for more frequent contact and has signed an affidavit indicating this refusal. The affidavit should be kept in the participant's file.
 - (e) The person making the contact should identify any changes in the participant's support system, possible changes in ADL/IADLs, change in nutritional risk and change in fall risk. Identified changes should be noted in the participant's record and forwarded to the person responsible for completing re-assessments.
- (5) AAA will develop a policy and procedure that requires assessments/re-assessments to be completed at least every six months using the assessment tool appropriate for the funding source of the meal. The following issues must be addressed in the assessment/reassessment: can participant safely handle the nontraditional meal, are adequate storage and heating facilities available, is the participant able to prepare and consume the meal alone or with available assistance and the frequency of contact that the participant will receive with supporting documentation as specified in #4 of this SOP.
 - (6) A copy of the assessment will be kept in the client record
 - (7) All Policies and Procedures will be submitted to DAIL prior to utilizing non-traditional meals
 - (8) Approval process must be completed prior to delivery of non-traditional or frozen meals.
 - (9) A copy of the waiver will be kept on file

DAIL Responsibilities:

- (1) All waiver requests must be approved before the delivery of a non-traditional meal.
- (2) Waiver request will be reviewed by the office dietitian and approved by the Commissioner. Written approval will be issued within five working days of receipt and will be valid for one year.
- (3) Copies of waiver approvals will be kept in the DAIL AAA Master File.

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Nutrition Screening/Assessment/Counseling

Nutrition screening shall be provided for all participants of the nutrition program for older persons as outlined in the state data system at least annually. If appropriate, nutrition assessment and counseling will be provided. The need for further interventions such as assessment and counseling will be based on the results of the nutrition screening.

AAAIL Responsibility

Develop policies and procedures that will ensure that nutrition screening is conducted for all participants of the Nutrition Program for older persons. The policies and procedures must address:

- (1) How each client is screened, using the questions from the nutrition screening initiative DETERMINES Your Nutritional Health Checklist. The checklist must be completed at least annually. The results of this screening shall be reported to the DAIL.
- (2) How the nutrition risk information that results from the completion of the checklist is used:
 - (a) Identification of participants at nutritional risk; and
 - (b) Identification of when nutrition assessment and counseling are appropriate and how those services will be obtained.
- (3) Identification and documentation of further action such as referrals for additional interventions, such as nutrition counseling, referral to other health professionals or services such as the Food Benefits Program (formally Food Stamps Program), Simplified Assistance for the Elderly (SAFE), a second meal or weekend meals, support groups such as a diabetic support group, or to a physical activity program, increased frequency of meal delivery, meal supplements, or caregiver training:
 - (a) Identification of participant characteristics as a group;
 - (b) Comprehensive and coordinated nutrition service program planning such as development of nutrition education plans, menu modification, and development of interventions for the most commonly identified needs;
 - (c) Nutrition service interventions; and
 - (d) Evaluation of nutrition services
- (4) Nutrition screening should be addressed in the area plan.
- (5) AAAIL will monitor for compliance.

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Definitions:

- (1) Nutrition Counseling means individualized guidance to persons who are at nutritional risk due to their health or nutrition history, dietary intake, chronic illnesses, medication use, or caregiver practices. A registered dietitian or certified nutritionist provides counseling one-on-one. (One session per participant)
- (2) Nutrition Assessment means one-on-one evaluation of a participant's nutritional status using physical measurements, 24-hour dietary recalls, medical history, or lab tests

The ultimate goal of nutrition screening and assessment is to identify risk factors that can be altered through nutritional intervention.